



# **PUBLIC HOUSING AGENCY**

**Annual Plan for Fiscal Year 2017**



Approved by the Housing Commission on:

Adopted by the Community Development Commission on:

**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

| A.  | PHA Information.   |
|-----|--|
| A.1 | <p><b>PHA Name:</b> <u><b>CARLSBAD HOUSING AGENCY – HOUSING &amp; NEIGHBORHOOD SERVICES</b></u><br/><b>PHA Code:</b> <u><b>CA077</b></u><br/><b>PHA Type:</b> <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer<br/><b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u><b>07/2017</b></u><br/><b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)<br/><b>Number of Public Housing (PH) Units</b> <u><b>not applicable</b></u>    <b>Number of Housing Choice Vouchers (HCVs)</b> <u><b>703 baseline</b></u><br/><b>Total Combined</b> <u><b>703 units</b></u><br/><b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission    <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><b>Location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan:</b></p> <ul style="list-style-type: none"><li>• <b>Main administrative office of the PHA:</b><ul style="list-style-type: none"><li>• City of Carlsbad</li><li>Housing &amp; Neighborhood Services</li><li>1200 Carlsbad Village Drive</li><li>Carlsbad, CA 92008</li></ul></li><li>• <b>Main administrative office of the local, county or State government:</b><ul style="list-style-type: none"><li>• City of Carlsbad – City Hall</li><li>City Clerk</li><li>1200 Carlsbad Village Drive</li><li>Carlsbad, CA 92008</li></ul></li><li>• <b>Public libraries:</b><ul style="list-style-type: none"><li>• City of Carlsbad</li><li>Main Library</li><li>1775 Dove Lane</li><li>Carlsbad, CA 92011</li></ul></li><li>• City of Carlsbad<ul style="list-style-type: none"><li>Georgina Cole Library</li><li>1250 Carlsbad Village Drive</li><li>Carlsbad, CA 92008</li></ul></li></ul> |

**Other:**

- City of Carlsbad  
Senior Center  
799 Pine Avenue  
Carlsbad, CA 92008

**PHA Plan Supporting Documents are available for inspection at:****Main business office of the PHA:**

- City of Carlsbad  
Housing & Neighborhood Services  
1200 Carlsbad Village Drive  
Carlsbad, CA 92008

☐ **PHA Consortia:** (Check box if submitting a Joint PHA Plan and complete table below)

| Participating PHAs | PHA Code | Program(s) in the Consortia | Program(s) not in the Consortia | No. of Units in Each Program |     |
|--------------------|----------|-----------------------------|---------------------------------|------------------------------|-----|
|                    |          |                             |                                 | PH                           | HCV |
| Lead PHA:          |          |                             |                                 |                              |     |
|                    |          |                             |                                 |                              |     |
|                    |          |                             |                                 |                              |     |

**B. Annual Plan Elements****B.1 Revision of PHA Plan Elements.**

(a) Have the following PHA Plan elements been revised by the PHA since its last **Annual PHA Plan** submission?

Y N

- ☐ ☒ Statement of Housing Needs and Strategy for Addressing Housing Needs.  
☐ ☒ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.  
☒ ☐ Financial Resources.  
☒ ☐ Rent Determination.  
☐ ☒ Homeownership Programs.  
☐ ☒ Safety and Crime Prevention.  
☐ ☒ Pet Policy.  
☐ ☒ Substantial Deviation.  
☐ ☒ Significant Amendment/Modification

(b) The PHA must submit its Deconcentration Policy for Field Office Review.

**DECONCENTRATION POLICY (Excerpt from PHA Administrative Plan)****Local Objectives***Mission of Housing & Neighborhood Services:*

Enhance the quality of life and sense of community for those who live in Carlsbad by providing better connections to city information and services and through focused program development and implementation, community engagement and outreach services and provision of affordable housing opportunities.

The Section 8 Rental Assistance Program is designed to achieve three major objectives:

1. To provide affordable decent, safe and sanitary rental housing, of a modest (non-luxury) nature, for very low-income families.
2. To promote freedom of rental housing choice and spatial deconcentration of very low-income families of all racial and ethnic backgrounds.
3. To provide an incentive to private property owners to rent to very low-income families by offering timely assistance payments and annual inspections.

### **Owner Outreach**

The PHA encourages owners of decent, safe, and sanitary rental units to rent to Section 8 participants. The PHA maintains an ongoing list of available rental units and interested owners/property managers. The list is available in the lobby and is updated on a monthly basis. When listings from owners/property managers are received, they will be compiled by the PHA staff by bedroom size and date of availability.

Actions to encourage participation by owners of suitable rental units located outside areas of low-income and minority areas:

1. The PHA maintains communication with the San Diego County Apartment Association and local property management companies. These resources will be used to make owners aware of the benefits of the Section 8 Rental Assistance Program.
2. In order to expand participation of new owners who are interested in the program or are unfamiliar with the program, the Housing Program Manager will call the prospective owner to explain the benefits of the Section 8 program and encourage their participation.
3. Housing representatives will attend local agency and community fairs to increase awareness of the program and benefits for owners. Housing representatives will also participate in Owner seminars/workshops, which are organized in coordination of with other local housing agencies, San Diego County Apartment Association, North County Apartment Managers Association, and local property management companies.
4. Owner information packets describing the benefits of the rental assistance program will be available upon request.
5. The PHA will market the Section 8 program by conducting Rental Owner workshops for prospective owners periodically to explain the program benefits, especially during periods of low voucher utilization and low vacancy rates.
6. The PHA will utilize the media, including newspapers, magazines, internet, television, and radio to market the Section 8 program as determined necessary.

The PHA will periodically evaluate the distribution of assisted families to identify areas within the jurisdiction where owner outreach should be targeted.

### **Family Outreach**

Outreach will inform all eligible segments of Carlsbad's population of the availability of the Section 8 Rental Assistance program. If applicant groups are not reflective of the eligible population, additional outreach aimed at targeted groups will be increased. The PHA will publicize the availability of rental assistance for very low-income families in newspapers of general circulation, minority media, and by other suitable means. Notices will also be provided in Spanish.

In addition, the PHA will distribute fact sheets to the broadcasting media, and initiate personal contact with members of the news media and community service agencies to utilize public service announcements.

Liaisons have been established with a variety of city and county agencies, private social service agencies, non-profit agencies and special interest groups. The PHA will communicate the status of rental assistance availability to the service providers in the community, advising them of eligibility factors and guidelines so that they can make appropriate referrals.

### **Payment Standards**

Payment Standards are currently set above 100% but at or below 110% of the Fair Market Rent (FMR). Traditionally FMRs have not been adequate to ensure success among assisted families in Carlsbad's segment of the FMR area. The higher payment standards reflect the higher rents in Carlsbad and increase the housing options for families in Carlsbad; therefore, furthering the PHA's efforts for fair housing and deconcentration.

(c) If the PHA answered yes for any element, describe the revisions for each element below:

### **Financial Resources – CY 2016**

|   |                      |
|---|----------------------|
| Annual Contributions for HCV Program – Housing Assistance Payments (HAP)          | \$ 5,545,117.        |
| Annual Contributions for HCV Program – Administrative Fees for Program Operations | \$ 588,690.          |
| <b>Total Resources</b>  | <b>\$ 6,133,807.</b> |

### **Rent Determination**

Payment Standards were increased in accordance with FFY 2017 published FMRs. Payment Standards are set between 100% and 110% of the FMR.

## **B.2 New Activities.**

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

- |                          |                                     |
|--------------------------|-------------------------------------|
| Y                        | N                                   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
- Hope VI or Choice Neighborhoods.  
Mixed Finance Modernization or Development.  
Demolition and/or Disposition.  
Conversion of Public Housing to Tenant Based Assistance.  
Conversion of Public Housing to Project-Based Assistance under RAD.  
Project Based Vouchers.  
Units with Approved Vacancies for Modernization.  
Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.

**B.3 Progress Report.**

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.

## PHA ANNUAL PLAN – FY 2017

### PROGRESS IN MEETING MISSION AND GOALS STATEMENT

#### PROGRESS OF 5-YEAR PLAN GOALS AND OBJECTIVES: FY 2015 - 2019

**PHA Goal: Expand the supply of assisted housing**

*Objective: 1) Leverage private or other public funds to create additional housing opportunities; and  
2) Collaborate with private developers and non-profit agencies.*

- Affordable Housing Construction Assistance - Carlsbad's affordable housing program allows the City to assist in the development of new affordable housing units; resulting in an increase of the availability of affordable rental housing that is decent and safe.

| PHA 5-YEAR PLAN GOALS AND OBJECTIVES                     | 2015 | 2016 | 2017 | 2018 | 2019 |  | Total Units<br>2015 - 2019 |
|--|------|------|------|------|------|--|----------------------------|
| <i>Assist in construction of new affordable housing.</i> | 0    | 0    |      |      |      |  |                            |
|  |      |      |      |      |      |  |                            |
|  |      |      |      |      |      |  |                            |
|  |      |      |      |      |      |  |                            |
|  |      |      |      |      |      |  |                            |
|  |      |      |      |      |      |  |                            |
|  |      |      |      |      |      |  |                            |
|  |      |      |      |      |      |  |                            |

**Pending Developments:**

- Preserve (formerly Quarry Creek) was approved and currently under construction will provide 64 low-income family rental units; rents will be determined at 50% and 60% of the AMI.
- Sea Grove Condo Townhomes is currently under construction and will provide six (6) for-sale units price restricted at 80% of AMI.
- Robertson Ranch – 101 senior restricted, low-income rental units at 70% of AMI are currently under construction.
- Robertson Ranch – 56 moderate income rental units @ 90% of AMI are currently under construction.
- Windsor Point – 50 rental units for homeless veterans and veteran families @ 30-50% of AMI are currently in the approval process for financing.
- Pacific Wind – 93 rental units affordable at 50-60% of AMI are at the project approval phase.

**PHA Goal: Improve the quality of assisted housing**

*Objective: Improve voucher management (SEMAP score).*

- Designated by HUD as a high-performer for FY 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015 and 2016.
- Maintained and utilized HAP costs within the HUD funding allocation.
- Maintained a 100% PIC reporting rate.
- Continually seeking ways to streamline processing functions.
- Requested a budget enhancement to convert current Section 8 software to a paper-less/hosted option.

**PHA Goal: Increase assisted housing choices**

- Continue to reach out to owners to increase awareness of the benefits of renting through the rental assistance program. In addition, contact owners monthly to document any current or upcoming vacancies. Participate in community events and provide information about the Section 8 Program and other affordable housing options in Carlsbad.
- Continue to maintain payment standards above 100%, not to exceed 110%, to allow for a broader range of rental opportunities in Carlsbad.
- Worked with non-profit agencies and developers to collaboratively provide affordable housing options, as outlined in the above table.

**PHA Goal: Promote self-sufficiency and asset development of families and individuals**

- PHA continues to administer the Family Self-Sufficiency (FSS) Program for the clients who port in as an FSS participant.
- PHA staff meet with non-profit organizations and support services agencies to obtain information about programs and benefits that will promote self-sufficiency for participant families. In addition, information is made available in the lobby for the community and others seeking resources.
- Staff maintains a Community Resource Directory that breaks down services by subject matter, gives a brief description of services for each organization, and provides contact information.
- Carlsbad Service Center opens April 6, 2017 providing job training, employment preparedness, food distribution, Cal Fresh application assistance, and a hiring center.

**PHA Goal: Ensure equal opportunity and affirmatively further fair housing**

- Fair housing and equal opportunity information is provided in program and move briefing packets
- Staff attended an 8 hour course on working effectively with clients who have Mental Health issues and disabilities.
- Have a contract with Center for Social Advocacy (CSA); to provide Fair Housing counseling and landlord/tenant mediation for residents of Carlsbad.
  - Center for Social Advocacy provided a Fair Housing workshop for staff and tenants on April 25, 2016. A Fair Housing workshop is being scheduled in April 2017.

**PHA Goal: Ensure the needs are met of child and adult victims of domestic violence, dating violence, sexual assault or stalking per VAWA Reauthorization Act of 2005**

- Staff advised of outside resources available to child or adult victims of domestic violence, dating violence, and sexual assault or stalking.
- Staff has been directed to provide referrals to outside agencies that provide such services, such as the Women's Resource Center, which is located in Oceanside and provides domestic violence services in the PHA service area.

|            |  |
|------------|--|
|            | <ul style="list-style-type: none"> <li>• Brochure titled: <i>Violence Against Women Act – What Applicants, Tenants, Owners and Landlords Need to Know</i> is available in the lobby of the housing department and is included in the Briefing Packets, Recertification Packets, and Portability Packets. Brochure is also available in Spanish.</li> <li>• HUD form 5380 <i>Notice of Occupancy Rights under the Violence Against Women Act (VAWA)</i> and HUD form 5382 <i>Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, and Alternative Documentation</i> are now included in the Briefing Packets, Recertification Packets, Intake Packets, Move Packets, Port In Packets and are also included with any Notice of Intended Action to terminate or deny Rental Assistance.</li> </ul> |
|            | <p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y   N<br/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p><b>Fiscal Year Audit:</b><br/> Year ended June 30, 2016 – The single audit report on expenditures of federal awards disclosed no audit findings required by the auditors to be reported under paragraph .510(a) of OMB Circular A-133.</p> <p>(b) If yes, please describe:</p>  |
| <b>C.</b>  | <b>Other Document and/or Certification Requirements.</b>   |
| <b>C.1</b> | <p><b>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</b></p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>   |
| <b>C.2</b> | <p><b>Civil Rights Certification.</b></p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>   |
| <b>C.3</b> | <p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y   N<br/> <input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>  |
| <b>C.4</b> | <p><b>Certification by State or Local Officials.</b></p> <p><u>Form HUD 50077-SL</u>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>  |
| <b>D</b>   | <b>Statement of Capital Improvements.</b> Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP). – <b>NOT APPLICABLE</b>  |
| <b>D.1</b> | <b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.   |



## PUBLIC COMMENTS AND CHALLENGES

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